WESTERN REGIONAL WATER COMMISSION
("WRWC") AGENDA

Thursday, May 23, 2019 (Note date change)
9:00 a.m.
Sparks Council Chambers, Legislative Building
745 Fourth St., Sparks, Nevada

TRUSTEES
Vaughn Hartung, Chair
Kristopher Dahir, Vice Chair
Sandra Ainsworth, Secretary-Treasurer
Donald Abbott
Paul Anderson
Jenny Brekhus
Naomi Duerr
Jeanne Herman
Bob Lucey

NOTICE OF POSSIBLE QUORUM OF THE BOARD OF DIRECTORS OF THE TRUCKEE MEADOWS WATER AUTHORITY ("TMWA"), AND/OR THE BOARD OF COUNTY COMMISSIONERS ("BCC") FOR WASHOE COUNTY, AND/OR THE SPARKS CITY COUNCIL ("SCC")
(See following Notes)

Notes: Because several of the WRWC Trustees are also members of the Board of Directors of TMWA, and/or the BCC, and/or the SCC, it is possible that a quorum of the TMWA Board and/or the BCC, and or the SCC may be present. Such members will not deliberate or take action at this meeting as members of the TMWA Board or the BCC, or the SCC, but may take action exclusively in their capacity as WRWC Trustees.

1. Roll Call and Determination of Presence of a Quorum. *
2. Pledge of Allegiance. *
3. Public Comment – limited to no more than three minutes per speaker. *
4. Approval of Agenda. (For Possible Action)
5. Approval of the Minutes of the March 20, 2019, meeting. (For Possible Action)
6. PUBLIC HEARING on the WRWC Tentative Budget for Fiscal Year (“FY”) 2019 – 2020; discussion and adoption of the WRWC Final Budget for FY 2019 – 2020 – Jim
Smitherman, WRWC Water Resources Program Manager and Chris Wessel, WRWC Water Management Planner.  **(For Possible Action)**

7. Consent Items (For possible approval without discussion.)

   a. Second Amendment to the Interlocal Agreement (“IA”) with the University of Nevada, Reno (“UNR”), to readjust certain task completion dates, and reallocate previously approved funding from the Regional Water Management Fund (“RWMF”), in an amount not to exceed $96,926, to continue the Advanced Water Treatment Technologies Demonstration Project for FY 2019 – 2020; and if approved, authorize the Chair to execute a Second Amendment for that purpose.  **(For Possible Action)**

   b. Fifth Amendment to the IA with TMWA, in an amount not to exceed $100,000 from the RWMF, to continue the Water Usage Review Program for FY 2019 – 2020; and if approved, authorize the Chair to execute a Fifth Amendment for that purpose.  **(For Possible Action)**

   c. Eighth Amendment to the IA with the City of Reno, in an amount not to exceed $262,500 from the RWMF, to support the Truckee Meadows Storm Water Quality Management Program for FY 2019 – 2020; and if approved, authorize the Chair to execute an Eighth Amendment for that purpose.  **(For Possible Action)**

   d. Sixth Amendment to the Cooperative Agreement with Washoe County to provide staff services for the WRWC and the Northern Nevada Water Planning Commission (“NNWPC”), extending the Agreement for a term of two years; and if approved, authorize the Chair to execute a Sixth Amendment for that purpose.  **(For Possible Action)**

8. Discussion and possible approval of a proposal by the Regional Effluent Management Team for funding, in an amount not to exceed $75,000 from the RWMF, to evaluate the feasibility of discharging Reno-Stead Water Reclamation Facility effluent to Long Valley Creek; and if approved, authorize the Chair to execute an Agreement with Stantec Consultants for that purpose – Jim Smitherman.  **(For Possible Action)**

9. Discussion, and possible approval of a proposal by Washoe County for funding, in an amount not to exceed $100,000 from the RWMF, to support a project to restudy and remap current designated flood zones in Lemmon Valley; and if approved, authorize the Chair to execute an Agreement with Washoe County for that purpose – Jim Smitherman and Dwayne Smith, Director, Engineering and Capital Projects Division, Washoe County.  **(For Possible Action)**

10. Report on the Request for Proposals/Qualifications to provide legal services for the WRWC/NNWPC; discussion and possible direction to the WRWC Chair and Water Resources Program Manager to review submittals and present qualified candidates for interview and possible selection at the June WRWC meeting – Jim Smitherman.  **(For Possible Action)**
11. Report on legislative activities, including Bills pending in the 2019 session of the Nevada Legislature that may affect or are of interest to the WRWC / NNWPC; discussion and possible approval of Legislative Subcommittee recommendations; and possible direction to staff — John Rhodes, WRWC Legal Counsel. *(For Possible Action)*

12. Discussion and possible direction to staff regarding agenda items and dates for future WRWC meetings — Jim Smitherman. *(For Possible Action)*

13. Commission Comments *

14. Staff Comments *

15. Public comment – limited to no more than three minutes per speaker *

16. Adjournment. *(For Possible Action)*
WESTERN REGIONAL WATER COMMISSION
AND
NORTHERN NEVADA WATER PLANNING COMMISSION

CONCURRENT MEETING DRAFT MINUTES

Wednesday, March 20, 2019

The concurrent meeting of the Western Regional Water Commission (“WRWC”) Board of
Trustees and the Northern Nevada Water Planning Commission (“NNWPC”) was held on
Wednesday, March 20, 2019, at the Sparks City Hall, Basement Training Room, 431 Prater Way,
Sparks, Nevada.

1. Roll Call and Determination of Presence of a Quorum
Chair Hartung called the meeting to order at 8:05 a.m. There was a quorum present.

WRWC Commissioners Present: Appointed by:
Vaughn Hartung Washoe County
Paul Anderson Truckee Meadows Water Authority (“TMWA”) (Sparks)
Donald Abbott TMWRF
Kristopher Dahir City of Sparks
Naomi Duerr (present at 8:08 a.m.) City of Reno
Jeanne Herman TMWA (Washoe County)
Vacant TMWA (Reno)
Bob Lucey TMWA (STMGID Successor)

WRWC Commissioners Absent: Appointed by:
Sandra Ainsworth Sun Valley General Improvement District (“SVGID”)

NNWPC Commissioners Present: Danielle Henderson, Michael DeMartini, Michael Drinkwater,
John Enloe, Bill Hauck, John Flansberg, Mickey Hazelwood, John Martini, Jon Combs, David
Salaro, Mervin Wright (present at 8:08 a.m.), John Zimmerman

NNWPC Commissioners Absent: None

Non-Voting NNWPC Members Present: Cindy Turiczek

Non-Voting NNWPC Members Absent: Harry Fahnestock, Thomas Pyeatte, My-Linh Nguyen,
Ron Penrose

Staff Members Present: Jim Smitherman; Chris Wessel; John Rhodes, Legal Counsel; and
Jennifer Purgitt

2. Pledge of Allegiance
The Pledge of Allegiance was led by Commissioner DeMartini.

3. Public Comment
None
4. Approval of Agenda (For Possible Action)
WRWC COMMISSIONER LUCEY MADE A MOTION TO APPROVE THE AGENDA, SECONDED BY WRWC COMMISSIONER HERMAN. THE MOTION CARRIED UNANIMOUSLY WITH SIX (6) WRWC AND ELEVEN (11) NNWPC COMMISSIONERS PRESENT.

5. Election of WRWC Chair, Vice Chair, Secretary, and Treasurer for the 2019 calendar year - Jim Smitherman, WRWC Water Resources Program Manager. (For Possible Action)
WRWC COMMISSIONER LUCEY MADE A MOTION TO APPOINT COMMISSIONER HARTUNG AS WRWC CHAIR, SECONDED BY WRWC COMMISSIONER HERMAN. THE MOTION CARRIED UNANIMOUSLY WITH SIX (6) WRWC COMMISSIONERS PRESENT.

WRWC COMMISSIONER LUCEY MADE A MOTION TO APPOINT COMMISSIONER DAHIR AS WRWC VICE CHAIR, SECONDED BY WRWC COMMISSIONER HARTUNG. THE MOTION CARRIED UNANIMOUSLY WITH SIX (6) WRWC COMMISSIONERS PRESENT.

(WRWC Commissioner Duerr and NNWPC Commissioner Wright present at 8:08 a.m.)

WRWC COMMISSIONER LUCEY MADE A MOTION TO APPOINT COMMISSIONER AINSWORTH AS WRWC SECRETARY/TREASURER, SECONDED BY WRWC COMMISSIONER DAHIR. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

6. Approval of the Minutes for the WRWC meeting of December 13, 2018. (For Possible Action)
WRWC COMMISSIONER DAHIR MADE A MOTION TO APPROVE THE MINUTES, SECONDED BY WRWC COMMISSIONER HERMAN. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

7. Review, discussion, and possible approval of funding in an amount not to exceed $107,000, over a three year period, to partially fund a contract for the Nevada Water Innovations Institute (“NWII”) to obtain professional services, including project management, from a qualified consultant for the Regional Category A+ Reclaimed Water Feasibility Study (“OneWater Nevada”); if approved, authorize the Chair to execute an Interlocal Agreement with the University of Nevada, Reno, for that purpose; and possible direction to staff - Jim Smitherman. (For Possible Action)

Jim Smitherman, WRWC Water Resources Program Manager, presented the staff report. OneWater Nevada leadership and project management have largely come from the Regional Effluent Management Team (“REMT”); however, recent and upcoming changes in the REMT participants have raised issues concerning continuity of leadership, and project management going forward. Rick Warner, Washoe County Senior Engineer, has retired from Washoe County employment. His retirement from Washoe County creates significant shortfall in OneWater Nevada leadership and project management.
The NWII has requested local governing bodies, and the NWII Board of Advisors, to each consider providing partial funding for a contract to obtain professional services from a qualified consultant, for a period of three years, March 2019 through February 2022, to provide for continuity of OneWater Nevada leadership and project management. This proposal offers a critical opportunity to provide continuing leadership and project management for OneWater Nevada. The anticipated scope of work and budget are included in the meeting packet. The required funding will be provided through a combination of contributions for partial funding from the WRWC, TMWA, City of Reno, Washoe County, and possibly, private sector participants.

Mr. Smitherman confirmed for WRWC Commissioner Dahir that he will schedule a status update for the next WRWC meeting.

NNWPC Commissioner Enloe provided a brief update and answered questions.

WRWC Chair Hartung asked Mr. Smitherman and NNWPC Commissioner Solaro to organize a tour of STMWRF.

WRWC COMMISSIONER DUERR MADE A MOTION TO APPROVE THE NNWPC RECOMMENDATION, SECONDED BY WRWC COMMISSIONER ANDERSON. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

8. Workshop to review and discuss NNWPC recommendations on annual priorities for ongoing and future projects and studies, and the WRWC tentative professional services budget for Fiscal Year 2019 – 2020; and possible direction to staff – Jim Smitherman, and Chris Wessel, WRWC Water Management Planner. (For Possible Action)

Mr. Smitherman stated this workshop will provide an opportunity for the WRWC to discuss priority recommendations with the NNWPC, and possibly develop and adopt strategic priorities.

In addition to the attached priority recommendations, the NNWPC recommended that the WRWC Board consider developing and adopting policies regarding the Regional Water Management Fund (“RWMF”) which would: 1) Restrict or prohibit the use of the RWMF to pay for construction projects; and 2) Provide a contingency fund for possible use on projects not specifically identified during the budgeting process.

There was discussion regarding possible exceptions to allow the use of RWMF to pay for certain construction projects.

John Rhodes, Legal Counsel, will bring an amendment to the rules and regulation for review and approval at the next WRWC meeting.

WRWC COMMISSIONER LUCEY MADE A MOTION TO DIRECT STAFF TO MOVE FORWARD WITH THE NNWPC SUGGESTION IN REGARDS TO CONSTRUCTION PROJECTS, HOWEVER ALLOWING FOR THE ABILITY TO SUSPEND RULES OF SOME NATURE FOR CERTAIN CONSTRUCTION PROJECTS, SECONDED BY WRWC COMMISSIONER DAHIR. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.
The WRWC discussed a contingency fund, examples of contingencies, and the need for a limit on the amount allowed in a contingency fund.

WRWC COMMISSIONER DAHIR MADE A MOTION TO APPROVE A CONTINGENCY FUND NOT TO EXCEED TWENTY PERCENT (20%) OF THE PROFESSIONAL SERVICES BUDGET, SECONDED BY WRWC COMMISSIONER ABBOTT. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

There was discussion regarding the NNWPC’s priority ranking of projects.

NNWPC Commissioners Solaro and Flansberg summarized some of the decisions made by NNWPC and answered questions from WRWC Commissioners regarding the priority ranking.

Mr. Smitherman explained for WRWC Commissioner Duerr that the Truckee Meadows Regional Planning Agency (“TMRPA”) completed a Phase 1 GIS mapping project that included a gap analysis. The NNWPC decided it would be better to co-fund a project sponsored by the City of Reno and Washoe County to get the next phase of GIS mapping done and then bring TMRPA in after that. He also confirmed that a proposal will come later in the year or next year.

NNWPC Commissioner Henderson clarified that the Regional Flood Planning ranking is not meant to say that it is not a priority of the NNWPC but that those issues are currently being handled by the Truckee River Flood Management Authority so other issues were ranked higher in priority.

WRWC COMMISSIONER DAHIR MADE A MOTION TO APPROVE THE PRIORITIES/CATEGORIES AS RECOMMENDED BY THE NNWPC, SECONDED BY WRWC COMMISSIONER DUERR.

NNWPC Commissioner Enloe explained for WRWC Commissioner Duerr that one reason the Climate Variability line item does not have funds budgeted is because TMWA is doing a very extensive effort looking at climate variability issues.

NNWPC Commissioner DeMartini discussed the need for a study on the effects of snow levels rising.

NNWPC Commissioner Enloe explained that the evaluation TMWA is doing with Desert Research Institute (“DRI”) and Precision Engineering is looking at climate change scenarios.

NNWPC Commissioner Hazelwood explained that The Nature Conservancy has done research using the state transition models looking at changes in vegetation in the Truckee River Watershed over time.

NNWPC Commissioner Hauck further explained the work that Precision Engineering is doing with DRI and stated that a presentation on the results will be given at the June TMWA meeting. They will capture effects of climate change on runoff and how the snow level has been changing.

THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

9. Review, discussion and possible approval of the WRWC tentative budget for Fiscal Year 2019 – 2020; and possible direction to staff regarding the time and place for a
public hearing on the tentative budget – Jim Smitherman and Chris Wessel. (For Possible Action)

Chris Wessel, WRWC Water Management Planner, presented the tentative budget. The NNWPC recommends that the WRWC approve the draft WRWC tentative budget for Fiscal Year 2019 - 2020. Staff further recommends direction to submit the tentative budget to the Washoe County auditor, file the tentative budget for public inspection with the Washoe County Clerk, and the Nevada Department of Taxation, and establish an appropriate time and date for the public hearing on the tentative budget.

WRWC COMMISSIONER DUERR MADE A MOTION TO APPROVE, SECONDED BY WRWC COMMISSIONER ABBOTT. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

10. Review, discussion, and possible approval of a scope of work for legal services for the WRWC and NNWPC; and possible direction to staff regarding the scope of work, and a possible request for qualifications and/or proposals from interested attorneys – Jim Smitherman, and John Rhodes, WRWC Legal Counsel. (For Possible Action)

On October 17, 2018, the WRWC directed staff to prepare a scope of work for legal services for the WRWC and the NNWPC. The scope of work has been developed in close coordination with current legal counsel for the Board’s review, discussion and possible approval.

WRWC Commissioner Lucey stated he is happy with what staff has brought forward.

WRWC COMMISSIONER LUCEY MADE A MOTION TO ACCEPT THE STAFF REPORT, SECONDED BY WRWC COMMISSIONER DAHIR.

WRWC Chair Hartung stated that he sees this as the minimum qualifications and asked if a budget will be attached.

WRWC Commissioner Lucey replied that he does not think a budget should be attached but wait to see what we get back.

THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

11. Report on legislative activities, including Bill Draft Requests and Bills pending in the 2019 session of the Nevada Legislature that may affect or are of interest to the WRWC / NNWPC; and possible approval of WRWC Legislative Subcommittee recommendations regarding pending legislation – John Rhodes. (For Possible Action)

John Rhodes, Legal Counsel, reported that 28 bills are being tracked that may affect or are of interest to the WRWC. The Legislative Subcommittee has recommended support for three bills: AB84, AB220, and SB96.

WRWC Chair Hartung expressed concern regarding SB287 that redefines the term of public record for public access to state and local governments.

WRWC Commissioner Lucey proposed that the WRWC take a position of opposition to SB287 as written due to the financial impacts it will have to the WRWC and NNWPC, and the ramifications it could have for staff.
WRWC COMMISSIONER LUCEY MADE A MOTION TO ADOPT AND APPROVE THE RECOMMENDATIONS OF THE WRWC LEGISLATIVE SUBCOMMITTEE, AND OPPOSE SB287 AS WRITTEN, SECONDED BY WRWC COMMISSIONER DAHIR.

WRWC Commissioner Dahir requested that at Tuesday’s meeting they have more information on SB287.

THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

12. Discussion and possible direction to staff regarding agenda items and dates for future WRWC or NNWPC meetings – Jim Smitherman. (For Possible Action)

The next scheduled WRWC meeting is the budget hearing meeting on Thursday, May 23, 2019. There was discussion regarding the possibility of meeting in April as well. It was suggested that an April meeting should be scheduled as it can be cancelled later if it is not needed.

WRWC COMMISSIONER DAHIR MADE A MOTION TO HOLD THE NEXT WRWC MEETING ON APRIL 17, SECONDED BY WRWC COMMISSIONER LUCEY. THE MOTION CARRIED UNANIMOUSLY WITH SEVEN (7) WRWC COMMISSIONERS PRESENT.

13. Commission Comments

None

14. Staff Comments

None

15. Public Comment

None

16. Adjournment (For Possible Action)

The meeting was adjourned at 9:35 a.m.

Respectfully submitted by,
Christine Birmingham, Recording Secretary

Approved by Commission in session on ________________ 2019.

_____________________________
Chair Vaughn Hartung
Western Regional Water Commission

STAFF REPORT

DATE: May 17, 2019

TO: Chair and Members, Western Regional Water Commission (“WRWC”)

FROM: Jim Smitherman, WRWC Water Resources Program Manager
      Chris Wessel, WRWC Water Management Planner


SUMMARY
Staff has developed a Fiscal Year 2019 – 2020 Tentative Budget for the WRWC including revenues and expenses for staff and non-staff professional services. The attached State of Nevada budget forms show revenues of $1,598,742, and expenditures of $2,354,342. The balance of $755,600 will come from cash reserves.

BACKGROUND
The WRWC is required to prepare and submit a tentative budget to the Nevada Department of Taxation on or before April 15, and to hold a public hearing on the tentative budget not sooner than the third Monday and not later than the last day in May. The attached tentative budget is provided for WRWC review, discussion, adoption, and possible direction to staff.

PREVIOUS ACTION
On March 20, 2019, the WRWC reviewed and approved the draft Fiscal Year 2019 – 2020 Tentative Budget, as recommended by the Northern Nevada Water Planning Commission on March 6, 2019.

FISCAL IMPACT
The Fiscal Year 2019 – 2020 Tentative Budget projects $1,598,742 in revenues, and $2,354,342 in expenses, with the difference of $755,600 coming from cash reserves. Budget expenses include a maximum of $1,773,101 for work plan activities, $543,541 for three staff positions and legal services, and $46,000 for various routine operating expenses.

RECOMMENDATION
Staff recommends that the WRWC adopt and certify the WRWC Final Budget for Fiscal Year 2019 – 2020, and direct staff to transmit a copy to the Nevada Tax Commission, together with an affidavit of proof of publication of the notice of the public hearing.
POSSIBLE MOTION
“Move to adopt and certify the WRWC Final Budget for Fiscal Year 2019 – 2020, and direct staff to transmit a copy to the Nevada Tax Commission, together with an affidavit of proof of publication of the notice of the public hearing, in accordance with law.”

JS:jp

Attachment 1:  WRWC Final State Budget for Fiscal Year 2019 – 2020
Attachment 2:  WRWC Fiscal Year 2019 – 2020 approved Tentative Budget Worksheets
Western Regional Water Commission herewith submits the FINAL budget for the fiscal year ending June 30, 2020

This budget contains 1 funds, including Debt Service, requiring property tax revenues totaling $ 0

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits, the tax rate will be increased by an amount not to exceed ________ If the final computation requires, the tax rate will be lowered.

This budget contains 1 governmental fund types with estimated expenditures of $ 2,354,342 and 0 proprietary funds with estimated expenses of $ 0

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

CERTIFICATION

I Ben Hutchins  
Finance & Customer Service Division Director  
(Print Name)  
(Title)

certify that all applicable funds and financial operations of this Local Government are listed herein

Signed: ____________________________

Dated: ____________________________

APPROVED BY THE GOVERNING BOARD

SCHEDULED PUBLIC HEARING:

Date and Time: 05/23/19, 9:00 am  
Publication Date: 05/13/19

Place: Sparks Council Chambers - Legislative Building, 745 Fourth Street, Sparks, Nevada
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<th>Function</th>
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<th>ESTIMATED CURRENT YEAR ENDING 06/30/19</th>
<th>BUDGET YEAR ENDING 06/30/20</th>
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<td>TOTAL</td>
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**POPULATION (AS OF JULY 1)**

**SOURCE OF POPULATION ESTIMATE**

- Assessed Valuation (Secured and Unsecured Only)
- Net Proceeds of Mines

**TAX RATE**

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Debt Service Funds
- Enterprise Fund
- Other

**TOTAL TAX RATE**

*Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.*

Personnel support services are provided to the Commission pursuant to an interlocal agreement with Washoe County Community Services Department.
## SCHEDULE A - ESTIMATED REVENUES & OTHER RESOURCES - GOVERNMENTAL FUND TYPES, EXPENDABLE TRUST FUNDS & TAX SUPPORTED PROPRIETARY FUND TYPES

### Budget For Fiscal Year Ending June 30, 2020

<table>
<thead>
<tr>
<th>GOVERNMENTAL FUNDS AND EXPENDABLE TRUST FUNDS</th>
<th>BEGINNING FUND BALANCES (1)</th>
<th>CONSOLIDATED TAX REVENUE (2)</th>
<th>PROPERTY TAX REQUIRED (3)</th>
<th>TAX RATE (4)</th>
<th>OTHER REVENUE REQUIRED RATE (5)</th>
<th>OTHER FINANCING SOURCES OTHER THAN TRANSFERS IN (6)</th>
<th>OPERATING TRANSFERS IN (7)</th>
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<td>1,598,742</td>
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<td><strong>DEBT SERVICE</strong></td>
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<td><strong>Subtotal Governmental Fund Types, Expendable Trust Funds</strong></td>
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5-23-19: WRWC Agenda Item 6
Attachment 1
## SCHEDULE A-1 ESTIMATED EXPENDITURES AND OTHER FINANCING USES

### Budget For Fiscal Year Ending June 30, 2020

### Budget Summary for Western Regional Water Commission (Local Government)

### Services, Contingencies, Supplies and Uses

<table>
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<tr>
<th>FUND NAME</th>
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<th>Employee Benefits (2)</th>
<th>Services, Supplies and Other Charges ** (3)</th>
<th>Capital Outlay *** (4)</th>
<th>Contingencies and Uses Other Than Operating Transfers Out (5)</th>
<th>Operating Transfers Out (6)</th>
<th>Ending Fund Balances (7)</th>
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<td>-</td>
<td>290,621</td>
<td>2,644,963</td>
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### Total Governmental Fund Types and Expendable Trust Funds

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* **FUND TYPES:**
  - R - Special Revenue
  - C - Capital Projects
  - D - Debt Service
  - T - Expendable Trust

**Include Debt Service Requirements in this column**

***Capital Outlay must agree with CIP.***
<table>
<thead>
<tr>
<th></th>
<th>(1) Actual Prior Year Ending 6/30/2018</th>
<th>(2) Estimated Current Year Ending 6/30/2019</th>
<th>(3) Tentative</th>
<th>(4) Final Approved</th>
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<td><strong>REVENUES</strong></td>
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<td>Water surcharge fees</td>
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<td>1,531,792</td>
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<td>1,598,742</td>
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<td>Operating Transfers In (Schedule T)</td>
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<td>-</td>
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<tr>
<td><strong>Subtotal of Other Financing Sources</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>BEGINNING FUND BALANCE</strong></td>
<td>1,175,122</td>
<td>1,295,606</td>
<td>1,046,221</td>
<td>1,046,221</td>
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<tr>
<td>Prior Period Adjustment(s)</td>
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<td>Residual Equity Transfers</td>
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<td>1,295,606</td>
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<td>1,046,221</td>
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<td>2,643,101</td>
<td>2,644,963</td>
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<td><strong>EXPENDITURES</strong></td>
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<tr>
<td>Services and Supplies</td>
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<td>1,781,177</td>
<td>2,238,289</td>
<td>2,354,342</td>
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<tr>
<td><strong>Subtotal of Expenditures</strong></td>
<td>1,370,435</td>
<td>1,781,177</td>
<td>2,238,289</td>
<td>2,354,342</td>
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<tr>
<td><strong>OTHER USES</strong></td>
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<td>CONTINGENCY (not to exceed 3% of total expenditures)</td>
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<td>-</td>
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</tr>
<tr>
<td>Operating Transfers Out (Schedule T)</td>
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<td>-</td>
<td>-</td>
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<tr>
<td><strong>Subtotal of Other Uses</strong></td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<td><strong>ENDING FUND BALANCE</strong></td>
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<td>404,812</td>
<td>290,621</td>
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<td>2,827,398</td>
<td>2,643,101</td>
<td>2,644,963</td>
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</table>

Western Regional Water Commission
(Local Government)
### SCHEDULE OF EXISTING CONTRACTS

**Local Government:** Western Regional Water Commission  
**Contact:** Jim Smitherman  
**E-mail Address:** jsmitherman@washoecounty.us  
**Daytime Telephone:** 775-954-4657  

**Total Number of Existing Contracts:** 18

<table>
<thead>
<tr>
<th>Line</th>
<th>Vendor</th>
<th>Effective Date of Contract</th>
<th>Termination Date of Contract</th>
<th>Proposed Expenditure FY 2019-20</th>
<th>Proposed Expenditure FY 2020-21</th>
<th>Reason or need for contract:</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>City of Reno</td>
<td>07/01/19</td>
<td>06/30/20</td>
<td>7,500</td>
<td>7,500</td>
<td>Web Hosting Services</td>
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<td>City of Reno</td>
<td>01/17/19</td>
<td>06/30/20</td>
<td>75,000</td>
<td>-</td>
<td>Watershed Management Plan Update</td>
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<td>3</td>
<td>City of Reno</td>
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<td>06/30/20</td>
<td>262,500</td>
<td>262,500</td>
<td>Storm Water Management Program</td>
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<td>07/01/19</td>
<td>06/30/20</td>
<td>20,000</td>
<td>20,000</td>
<td>Precipitation &quot;Can&quot; Monitoring</td>
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<td>5</td>
<td>Desert Research Institute</td>
<td>07/01/19</td>
<td>06/30/20</td>
<td>10,000</td>
<td>10,000</td>
<td>Irrigation Water Conservation - Washoe ET Program</td>
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<td>6</td>
<td>Nevada Landscape Association</td>
<td>07/01/18</td>
<td>06/30/20</td>
<td>12,500</td>
<td>-</td>
<td>Certified Landscape Technician Program</td>
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<td>7</td>
<td>Regional Planning Governing Board</td>
<td>11/01/19</td>
<td>06/30/20</td>
<td>15,000</td>
<td>15,000</td>
<td>Public Meeting Minutes</td>
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<td>07/01/19</td>
<td>06/30/20</td>
<td>5,000</td>
<td>5,000</td>
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<td>9</td>
<td>Schettler, Macy &amp; Associates, LLC</td>
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<td>06/30/20</td>
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<td>06/30/20</td>
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<td>06/30/20</td>
<td>100,000</td>
<td>100,000</td>
<td>Water Conservation Program</td>
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<td>12</td>
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<td>06/30/20</td>
<td>40,000</td>
<td>-</td>
<td>Bedell Flat Infiltration Investigation</td>
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<td>13</td>
<td>Washoe County</td>
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<td>06/30/20</td>
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<td>412,925</td>
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<td>14</td>
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<td>07/01/20</td>
<td>25,000</td>
<td>-</td>
<td>Water Innovation Campus</td>
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<td>15</td>
<td>UNR/ Nevada Water Innovation Institute</td>
<td>07/03/19</td>
<td>07/01/20</td>
<td>238,017</td>
<td>-</td>
<td>Advanced Water Treatment Demonstration</td>
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<td>16</td>
<td>Rhodes Law Offices</td>
<td>11/01/17</td>
<td>10/31/20</td>
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<td>109,000</td>
<td>Legal Services</td>
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<td>17</td>
<td>Data Instincts</td>
<td>07/04/19</td>
<td>07/02/21</td>
<td>50,000</td>
<td>50,000</td>
<td>Reclaimed Water Planning - Data Instincts</td>
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<tr>
<td>18</td>
<td>UNR/ Nevada Water Innovation Institute</td>
<td>07/02/18</td>
<td>07/02/21</td>
<td>187,728</td>
<td>191,986</td>
<td>Regional Effluent Management Planning Guidance Document</td>
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<td>19</td>
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<td></td>
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<td></td>
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<tr>
<td>20</td>
<td>Total Proposed Expenditures</td>
<td></td>
<td></td>
<td>$ 1,583,870</td>
<td>$ 1,197,611</td>
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Additional Explanations (Reference Line Number and Vendor):

- Line 1: City of Reno 07/01/19 06/30/20 7,500 7,500 Web Hosting Services
- Line 2: City of Reno 01/17/19 06/30/20 75,000 - Watershed Management Plan Update
- Line 3: City of Reno 07/01/19 06/30/20 262,500 262,500 Storm Water Management Program
- Line 4: Desert Research Institute 07/01/19 06/30/20 20,000 20,000 Precipitation "Can" Monitoring
- Line 5: Desert Research Institute 07/01/19 06/30/20 10,000 10,000 Irrigation Water Conservation - Washoe ET Program
- Line 6: Nevada Landscape Association 07/01/18 06/30/20 12,500 - Certified Landscape Technician Program
- Line 7: Regional Planning Governing Board 11/01/19 06/30/20 15,000 15,000 Public Meeting Minutes
- Line 8: Regional Planning Governing Board 07/01/19 06/30/20 5,000 5,000 Web Hosting Services
- Line 9: Schettler, Macy & Associates, LLC 07/01/19 06/30/20 8,700 8,700 Financial Audit Services
- Line 10: SuSu 07/01/19 06/30/20 5,000 5,000 Video Production Services
- Line 11: Truckee Meadows Water Authority 07/01/19 06/30/20 100,000 100,000 Water Conservation Program
- Line 12: Truckee Meadows Water Authority 07/02/18 06/30/20 40,000 - Bedell Flat Infiltration Investigation
- Line 13: Washoe County 07/01/17 06/30/20 412,925 412,925 Professional and Administrative Staff Services
- Line 14: UNR/ Nevada Water Innovation Institute 01/01/18 07/01/20 25,000 - Water Innovation Campus
- Line 15: UNR/ Nevada Water Innovation Institute 07/03/19 07/01/20 238,017 - Advanced Water Treatment Demonstration
- Line 16: Rhodes Law Offices 11/01/17 10/31/20 109,000 109,000 Legal Services
- Line 17: Data Instincts 07/04/19 07/02/21 50,000 50,000 Reclaimed Water Planning - Data Instincts
- Line 18: UNR/ Nevada Water Innovation Institute 07/02/18 07/02/21 187,728 191,986 Regional Effluent Management Planning Guidance Document
- Line 19: 
- Line 20: Total Proposed Expenditures $ 1,583,870 $ 1,197,611
### SCHEDULE OF PRIVATIZATION CONTRACTS

**Budget Year 2019 - 2020**

<table>
<thead>
<tr>
<th>Line</th>
<th>Vendor</th>
<th>Effective Date of Contract</th>
<th>Termination Date of Contract</th>
<th>Duration (Months/ Years)</th>
<th>Proposed Expenditure FY 2019-20</th>
<th>Proposed Expenditure FY 2020-21</th>
<th>Position Class or Grade</th>
<th>Number of FTEs employed by Position Class or Grade</th>
<th>Equivalent hourly wage of FTEs by Position Class or Grade</th>
<th>Reason or need for contract:</th>
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<td>2002-05-06</td>
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<td>2005-08-09</td>
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Total Number of Privatization Contracts: 0

Attach additional sheets if necessary.
Western Regional Water Commission  
Fiscal Year July 1, 2019 - June 30, 2020  
Tentative Budget Summary Worksheet

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>1.5% WMF</th>
<th>NOTES</th>
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<tr>
<td><strong>REVENUE</strong></td>
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<td>Estimated Interest Income</td>
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<td>Total Revenue</td>
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<td><strong>PROFESSIONAL SERVICES/SUPPLIES</strong></td>
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<tr>
<td>Estimated Professional Services (Page 2)</td>
<td>1,773,101</td>
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<tr>
<td>Staff Services (Page 3)</td>
<td>534,541</td>
<td>2,3</td>
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<tr>
<td>Non-Staff Services (Page 3)</td>
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<td>Total Professional Services/Supplies</td>
<td>2,354,342</td>
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<td><strong>OTHER EXPENSES</strong></td>
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<td>Estimated Misc.</td>
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<td>Total Other Expense</td>
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<tr>
<td>Total Expenses</td>
<td>2,354,342</td>
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</tr>
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</table>

**Net Change in Cash Reserves** ($755,600)

- **Cash balance as of 7/1/18 (from Audit)** $1,295,606
- **Estimated 2018/2019 revenue (Cash Flow)** 1,531,792
- **Estimated 2018/2019 expenditures (Page 4)** ($1,781,177)
- **Estimated cash balance as of 7/1/19** $1,046,221
- **Net change in cash reserves for FY 2019-20** ($755,600) (See Note 4)
- **Estimated cash balance as of 6/30/20** $290,621

**NOTES:**

1. Proposed budget provides legal spending authority for projects yet to be approved by the WRWC upon recommendations provided by the NNWPC. Specific per project scope and cost yet to be developed and approved by the WRWC.
2. Proposed budget provides legal spending authority for contract staff services previously approved by the WRWC.
3. Includes Washoe County estimate for overhead: human resources, information technology, office space, utilities, computer hardware, software, copier, supplies, routine/administrative and GIS/drafting services.
4. Ending balance represents minimum reserve of six month’s operating expenses as adopted by WRWC on March 13, 2009.
# Tentative Professional Services Budget Detail Fiscal Year 2019/2020

<table>
<thead>
<tr>
<th>Professional Services Project Name</th>
<th>2019/2020 Budget Total</th>
<th>Expense Description/Example</th>
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</thead>
<tbody>
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<td>Climate Variability Data Assessment</td>
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<tr>
<td>Precipitation Monitoring</td>
<td>20,000</td>
<td>Pending FY18-19 Amendment to ILA with DRI</td>
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<td>Regional Water Planning Projects</td>
<td>20,000</td>
<td>NWWPC Ranking Vote Total 11</td>
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<tr>
<td>Washoe ET Project</td>
<td>10,000</td>
<td>Pending FY18-19 Amendment to ILA with DRI</td>
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<tr>
<td>DRI Cloud Seeding</td>
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<td>Pending FY18-19 ILA with DRI</td>
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<tr>
<td>Water Usage Review Program</td>
<td>100,000</td>
<td>Pending FY18-19 Amendment to ILA with TMWA</td>
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<tr>
<td>Certified Landscape Technician Program</td>
<td>12,500</td>
<td>Pending FY18-19 Amendment to ILA with NLA</td>
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<tr>
<td>Regional Water Conservation</td>
<td>122,500</td>
<td>NWWPC Ranking Vote Total 6</td>
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<tr>
<td>Nevada Water Innovations Campus</td>
<td>25,000</td>
<td>Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)</td>
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<tr>
<td>Regional Effluent Management Planning Guidance Document</td>
<td>187,728</td>
<td>Multi-year ILA with UNR/Nevada Water Innovation Institute (NWII)</td>
</tr>
<tr>
<td>Advanced Water Treatment Demonstration</td>
<td>238,017</td>
<td>FY18-19 Amendment to multi-year ILA with UNR</td>
</tr>
<tr>
<td>Reclaimed Water Planning - Expert Panel</td>
<td>30,000</td>
<td>Pending Project Proposal</td>
</tr>
<tr>
<td>Reclaimed Water Planning - Data Instincts</td>
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<td>Multi-year Contract with Data Instincts</td>
</tr>
<tr>
<td>Reclaimed Water Planning NWII A+ Leadership</td>
<td>40,000</td>
<td>Pending ILA with UNR</td>
</tr>
<tr>
<td>Bedell Flat Infiltration Grant</td>
<td>40,000</td>
<td>208 grant (40K; see Grant and/or Other Revenue; Page 1)</td>
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<tr>
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<td>Integrated Source Water Protection Program</td>
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</tr>
<tr>
<td>Storm Water GIS Mapping</td>
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<td>Pending Project Proposal</td>
</tr>
<tr>
<td>Watershed Management Plan Update</td>
<td>75,000</td>
<td>Pending FY18-19 Amendment to ILA with City of Reno</td>
</tr>
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<td>NPDES Storm Water Permit Update</td>
<td>63,000</td>
<td>Pending FY18-19 ILA with City of Reno</td>
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<td>NPDES Storm Water Quality Management Program</td>
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<td>Closed Basin Flooding/Evaluation of Ditch Flooding</td>
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<td>Pending Project Proposal</td>
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<td>Modeling for Water Quality Standards and TMDL Compliance</td>
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Note: Budget amounts may be transferred between categories.
## Western Regional Water Commission
### Tentative Routine Operation Budget Fiscal Year 2019/2020

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<thead>
<tr>
<th>Staff Services Subtotal</th>
<th>$534,541</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Non-Staff Services Subtotal</th>
<th>$46,700</th>
</tr>
</thead>
</table>

| Total | $581,241 |

<table>
<thead>
<tr>
<th><strong>Expense Description/Example</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Support Staff services as defined by employee services contract entered into between Washoe County and WRWC. Includes finance and administrative staff labor cost.</td>
</tr>
<tr>
<td>Based on analysis of fy17-18 actual general fund overhead (excludes labor).</td>
</tr>
<tr>
<td>Annual routine daily vehicle mileage expenses.</td>
</tr>
<tr>
<td>Cost of Legal Counsel services as defined by contract as entered into between Rhodes Law Office and WRWC.</td>
</tr>
<tr>
<td>Cost of registration for staff members as state lobbyists.</td>
</tr>
<tr>
<td>Annual service contract to provide for recording of meetings, transcription of minutes and document editing.</td>
</tr>
<tr>
<td>Such as annual website updating, maintenance and hosting; specialized programming services; digital library development and updating; hosting, development and maintenance of databases; licensing fees, software and software updates, training/programming reference materials and website content and design services.</td>
</tr>
<tr>
<td>Annual expense for CAFR development and financial audit.</td>
</tr>
<tr>
<td>Cost of training for staff members not covered by in-kind services including registration and other miscellaneous cost such as reference materials, field trips, etc.</td>
</tr>
<tr>
<td>Cost of travel for staff members not covered by in-kind services including transportation services, mileage reimbursement, lodging, meals, and other miscellaneous cost such as parking, etc.</td>
</tr>
<tr>
<td>Such as advertising and legal notices.</td>
</tr>
<tr>
<td>Such as printing &amp; reproduction, publications, and public notices, refreshments for volunteer boards/commissions, general tech service support, GIS and other in-house member agency support (not covered by in-kind services), equipment &amp; supplies (i.e. computers, computer related supplies such as CDs, DVDs, etc.), projectors, printers, poster board, reproduction services, software licensing and fees, labels, business cards, periodicals, subscriptions, books, postage &amp; mailing, promotion and public materials, misc. equipment rental, insurances, staff office supplies, and other expenses not included as part of overhead.</td>
</tr>
</tbody>
</table>
# Estimated Expenditures Fiscal Year 2018/2019

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Estimated Fiscal 2018/2019 Expenditure as of 6/30/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRWC Employees</td>
<td>393,474</td>
</tr>
<tr>
<td>Salaries and benefits for WRWC staff</td>
<td></td>
</tr>
<tr>
<td>GF OH OPEB - allocated</td>
<td></td>
</tr>
<tr>
<td>Support Services from CSD F&amp;A</td>
<td></td>
</tr>
<tr>
<td>Mileage Expenses</td>
<td>2,400</td>
</tr>
<tr>
<td>WRWC Overhead</td>
<td>42,500</td>
</tr>
<tr>
<td>GF OH Utilities - direct</td>
<td></td>
</tr>
<tr>
<td>GF OH - direct</td>
<td></td>
</tr>
<tr>
<td>GF OH - allocated</td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td>139,200</td>
</tr>
<tr>
<td>Lobbying Services</td>
<td>600</td>
</tr>
<tr>
<td>Service Contract Subtotal</td>
<td>578,174</td>
</tr>
<tr>
<td>Minutes</td>
<td>5,000</td>
</tr>
<tr>
<td>Website</td>
<td>15,000</td>
</tr>
<tr>
<td>Envision/Sosu</td>
<td>5,000</td>
</tr>
<tr>
<td>CAFR &amp; Audit</td>
<td>8,700</td>
</tr>
<tr>
<td>Regional Training</td>
<td>1,500</td>
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<tr>
<td>Regional Travel</td>
<td>-</td>
</tr>
<tr>
<td>Advertising</td>
<td>1,000</td>
</tr>
<tr>
<td>Misc. Operating</td>
<td>6,700</td>
</tr>
<tr>
<td><strong>Non-Service Related Routine Operating Subtotal</strong></td>
<td>42,900</td>
</tr>
<tr>
<td><strong>Routine Operating Expense Subtotals</strong></td>
<td>621,074</td>
</tr>
<tr>
<td>TROA 6700 AF Water Rights Requirement</td>
<td>10,000</td>
</tr>
<tr>
<td>Precipitation Monitoring</td>
<td>20,000</td>
</tr>
<tr>
<td>Regional Water Planning</td>
<td>30,000</td>
</tr>
<tr>
<td>Washoe ET Project</td>
<td>10,000</td>
</tr>
<tr>
<td>DRI Cloud Seeding</td>
<td>150,000</td>
</tr>
<tr>
<td>Water Usage Review Program</td>
<td>100,000</td>
</tr>
<tr>
<td>Certified Landscape Technician Program</td>
<td>12,500</td>
</tr>
<tr>
<td><strong>Conservation, Sustainability, Climate Change</strong></td>
<td>272,500</td>
</tr>
<tr>
<td>Advanced Water Treatment Demonstration</td>
<td>153,607</td>
</tr>
<tr>
<td>Bedell Flat Infiltration</td>
<td>40,000</td>
</tr>
<tr>
<td>Regional Effluent Management Strategy</td>
<td>386</td>
</tr>
<tr>
<td>Nevada Water Innovation Institute</td>
<td>25,000</td>
</tr>
<tr>
<td>Reclaimed Water Planning - Expert Panel</td>
<td>30,000</td>
</tr>
<tr>
<td>Reclaimed Water Planning - NWII A+ Leadership</td>
<td>40,000</td>
</tr>
<tr>
<td>Reclaimed Water Planning - Data Instincts Public Outreach</td>
<td>50,000</td>
</tr>
<tr>
<td>Regional Effluent Management Planning Guidance Document</td>
<td>181,110</td>
</tr>
<tr>
<td><strong>Regional Reclaimed Water Planning Projects</strong></td>
<td>520,103</td>
</tr>
<tr>
<td>NPDES Storm Water Quality Management Program</td>
<td>262,500</td>
</tr>
<tr>
<td>NPDES Storm Water Permit Update</td>
<td>-</td>
</tr>
<tr>
<td>Watershed Management Plan Update</td>
<td>75,000</td>
</tr>
<tr>
<td>TMRPA Regional Storm Water GIS Map Project</td>
<td>-</td>
</tr>
<tr>
<td><strong>Regional Storm Water Planning Projects</strong></td>
<td>337,500</td>
</tr>
<tr>
<td>Localized Flooding</td>
<td>-</td>
</tr>
<tr>
<td><strong>Regional Flood Control Planning Projects</strong></td>
<td>-</td>
</tr>
<tr>
<td>Regional Wastewater Flow Projections</td>
<td>-</td>
</tr>
<tr>
<td>Modeling for Water Quality Standards and TMDL Compliance</td>
<td>-</td>
</tr>
<tr>
<td><strong>Regional Wastewater Planning Projects</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>Project Subtotal</strong></td>
<td>1,160,103</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>1,781,177</td>
</tr>
</tbody>
</table>
Western Regional Water Commission

STAFF REPORT

DATE: May 17, 2019

TO: Chair and Members, Western Regional Water Commission (“WRWC”)

FROM: Jim Smitherman, WRWC Water Resources Program Manager

SUBJECT: Second Amendment to the Interlocal Agreement (“IA”) with the University of Nevada, Reno (“UNR”), to readjust certain task completion dates, and reallocate previously approved funding from the Regional Water Management Fund (“RWMF”), in an amount not to exceed $96,926, to continue the Advanced Water Treatment Technologies Demonstration Project (the “Project”) for Fiscal Year (“FY”) 2019 – 2020; and if approved, authorize the Chair to execute the Second Amendment for that purpose.

SUMMARY
The First Amended IA between the WRWC and UNR, to fund the Project, expires on June 30, 2020. The IA contains a budget that allocates funding for each of 4 fiscal years, as shown in the table below. UNR has made substantial progress to date, including the completion of Tasks 1, 2, 3 and 4, and delivery of draft reports for each task. Because of unforeseen circumstances beyond its control, UNR has requested changes to the Project schedule and budget allocations for FY 2018-2019 and FY 2019-2020, also shown in the table below.

UNR has requested that tasks initially scheduled to be completed in year 3 be rescheduled for completion in year 4 to compensate for the unanticipated delay. Funding for those tasks, in the amount of $96,926, would be reallocated to year 4. The request for funding reallocation is tabulated below. Neither the total dollar amount, nor the completion date for the Project will be changed by approval of the request by the WRWC.

<table>
<thead>
<tr>
<th>Project Year (Fiscal Year)</th>
<th>Existing Amount</th>
<th>Change</th>
<th>Revised Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (2016/2017)</td>
<td>83,739</td>
<td>0</td>
<td>83,739</td>
</tr>
<tr>
<td>2 (2017/2018)</td>
<td>243,178</td>
<td>0</td>
<td>243,178</td>
</tr>
<tr>
<td>3 (2018/2019)</td>
<td>208,466</td>
<td>&lt;96,926&gt;</td>
<td>111,540</td>
</tr>
<tr>
<td>4 (2019/2020)</td>
<td>141,091</td>
<td>96,926</td>
<td>238,017</td>
</tr>
<tr>
<td>TOTAL</td>
<td>676,475</td>
<td></td>
<td>676,475</td>
</tr>
</tbody>
</table>
BACKGROUND
On August 17, 2016, the WRWC approved total funding for the Project not to exceed $676,475, over 4 fiscal years, and authorized the Chair to execute an IA with UNR for that purpose. In June 2017, UNR and the WRWC executed the First Amendment to the IA to adjust certain task completion dates, and reallocate previously approved funding.

PREVIOUS ACTION
None

FISCAL IMPACT
This item will have no net impact on the RWMF. The FY 2019 – 2020 Tentative Budget includes adequate budget in the professional services category to accommodate the proposed change.

RECOMMENDATION
The NNWPC recommends that the WRWC approve UNR’s request to readjust task completion dates, and reallocate funding for the Project, as described above, and authorize the Chair to execute the Second Amendment to the IA with UNR for that purpose.

POSSIBLE MOTION
“Move to approve UNR’s request to readjust task completion dates, and reallocate funding for the Project, as described above, and authorize the Chair to execute the Second Amendment to the IA with UNR for that purpose.”

JS:jp
Western Regional Water Commission

STAFF REPORT

DATE: May 17, 2019
TO: Chair and Members, Western Regional Water Commission (“WRWC”)
FROM: Chris Wessel, WRWC Water Management Planner
SUBJECT: Fifth Amendment to the Interlocal Agreement (“IA”) with the Truckee Meadows Water Authority (“TMWA”), in an amount not to exceed $100,000 from the Regional Water Management Fund (“RWMF”), to continue the Water Usage Review Program for Fiscal Year (“FY”) 2019 – 2020; and, if approved, authorize the Chairman to execute a Fifth Amendment for that purpose.

SUMMARY
The Northern Nevada Water Planning Commission (“NNWPC”), at its May 1, 2019 meeting, approved a motion to recommend that the WRWC approve a request by TMWA for funding from the RWMF, in an amount not to exceed $100,000, for continuation of the Water Usage Review Program for FY 2019 – 2020. In this program, TMWA staff works with customers at their homes and businesses to advise them how to manage indoor and outdoor water use based on their specific site characteristics. TMWA finds this form of customer education to be highly effective and considers the Water Usage Review Program a success.

BACKGROUND
In 2013, the NNWPC recommended, and the WRWC approved, a two-year IA with TMWA to provide $65,558 per year, approximately 60 percent funding, for the Water Usage Review Program. Beginning in 2015 the IA has been amended annually, in an amount not to exceed $100,000 per fiscal year, to partially reimburse TMWA. The proposed funding for FY 2019 – 2020 will reimburse TMWA for approximately 44% of its costs for the Program. The NNWPC, and its predecessor entity, the Regional Water Planning Commission, have supported the Water Usage Review Program since its inception in 2003.

FISCAL IMPACT
The fiscal impact to the RWMF, should this item be approved, will not exceed a total of $100,000 in FY 2019– 2020. The FY 2019 – 2020 approved budget includes $100,000 for this project. Budget authority is located in Fund Group 766, Fund 7066, Account Number 710100, Professional Services Cost Object WP310101.

RECOMMENDATION
The NNWPC recommends that the WRWC approve funding in an amount not to exceed $100,000 from the RWMF to support TMWA’s Water Usage Review Program for FY 2019 – 2020; and if approved, authorize the Chairman to execute a Fifth Amendment for that purpose.
POSSIBLE MOTION

“Move to approve TMWA’s request for funding, in an amount not to exceed $100,000 from the RWMF, to continue the Water Usage Review Program for FY 2019 – 2020, and authorize the Chairman to execute the Fifth Amendment to the IA for that purpose."

CW:jp

Memorandum

TO: Jim Smitherman, Northern Nevada Water Planning Commission
FROM: Laine Christman, Resource Economist/Conservation Supervisor
DATE: 4/5/2019
SUBJECT: Water Usage Review Program Performance and Budget Proposal – FY2020

Summary

TMWA’s Water Usage Review Program is an integral part of its Conservation Plan. The Program helps customers determine the cause of higher-than-normal water bills and find solutions to lower their water usage as well as detect water leaks in their system. Under the Program, conservation staff conduct water usage reviews at customers’ service locations. Currently, TMWA has two permanent full-time staff members to handle water usage reviews. These staff members are very experienced and certified EPA WaterSense irrigation auditors.

In 2018, TMWA staff conducted 2,410 water usage reviews. This total is up 26% from 2017. In the included budget proposal for the Program the total estimated costs for FY 2020 are $234,690. This estimate includes salaries and benefits, transportation expenses, and administrative costs. TMWA is requesting Western Regional Water Commission contribute $100,000 from the Regional Water Management Fund to fund a portion of the Program for FY2020. This request is approximately 43% of the Program’s total estimated cost.

The Program’s scope of work includes the following goals and actions:

Conservation Objectives

- Leak detection of customers’ water services
- Aid customers in understanding water usage patterns on their premises
- Educate customers on water efficient measures with property-specific recommendations

Program Administration

- Analyze historical water usage, determine usage patterns, and identify any ongoing leak signatures
- Test water meters for accuracy
- Provide consultations regarding efficient water usage in and around a customer’s property
- Provide water-saving devices (such as low-flow shower heads, hose nozzles, deep root feeders, hose timers, dye tablets, etc.) as needed
- Provide ongoing training for auditing staff
Below is the number of reviews conducted under the Program as well as an itemized budget proposal for FY 2020.

**Figure 1: Water Usage Reviews Completed in Calendar Year 2018**

![Bar chart showing water usage reviews by month in 2018](chart.png)

**Table 1. Program Budget Proposal for Fiscal Year 2020**

<table>
<thead>
<tr>
<th>Cost Item</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$215,506.00</td>
</tr>
<tr>
<td>Transportation Expenses&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$14,183.85</td>
</tr>
<tr>
<td>Administrative&lt;sup&gt;3&lt;/sup&gt;</td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
<td><strong>$234,689.85</strong></td>
</tr>
<tr>
<td><strong>Requested Funding for FY2020</strong></td>
<td><strong>$100,000.00</strong></td>
</tr>
</tbody>
</table>

<sup>1</sup> Assumes two full-time auditors at 26.25/hr (fully costed) and two part-time auditors at $17/hr.

<sup>2</sup> Based on 2017 data of auditor vehicle mileage at $0.55/mile.

<sup>3</sup> Includes equipment, uniform apparel, and printing supplies.
Western Regional Water Commission

STAFF REPORT

DATE: May 17, 2019

TO: Chair and Members, Western Regional Water Commission ("WRWC")

FROM: Chris Wessel, WRWC Water Management Planner

SUBJECT: Eighth Amendment to the Interlocal Agreement ("IA") with the City of Reno, in an amount not to exceed $262,500 from the Regional Water Management Fund ("RWMF"), to support the Truckee Meadows Storm Water Quality Management Program for Fiscal Year ("FY") 2019 – 2020; and, if approved, authorize the Chairman to execute an Eighth Amendment for that purpose.

SUMMARY
The Storm Water Permit Coordinating Committee ("SWPCC"), created by cooperative agreement in 1990 and led by the City of Reno, is charged with implementing the requirements of the National Pollutant Discharge Elimination System ("NPDES") permit issued jointly to the City of Reno, the City of Sparks, and Washoe County for storm water discharges to the Truckee River and its tributaries. The WRWC began providing ongoing funding for this program in 2011, in an annual amount of $262,500 from the RWMF.

PREVIOUS ACTION
The WRWC most recently approved funding to reimburse expenses of the SWPCC in FY 2018 – 2019. The intended purpose is to support the Truckee Meadows Storm Water Quality Management Program, including SWPCC activities related to the implementation of the water quality and storm water drainage provisions of the Comprehensive Regional Water Management Plan. The IA for funding in an annual amount not to exceed $262,500 has been extended by amendment each year since 2011.

FISCAL IMPACT
The fiscal impact to the RWMF, should this proposed amendment be approved, will not exceed a total of $262,500 for FY 2019 – 2020. Budget authority is located in Fund Group 766, Fund 7066, Account Number 710100, Professional Services, Cost Object WP310303.

RECOMMENDATION
The NNWPC, at its May 1, 2019 meeting, reviewed the proposal for annual funding and recommended that the WRWC approve an Eighth Amendment to the IA with the City of Reno, in an amount not to exceed $262,500, to support the Truckee Meadows Storm Water Quality Management Program for FY 2019 – 2020, and authorize the Chair to execute the Eighth Amendment for that purpose.
POSSIBLE MOTION
“Move to approve the City of Reno’s request for funding, in an amount not to exceed $262,500, to support the Truckee Meadows Storm Water Quality Management Program for FY 2019 – 2020, and authorize the Chair to execute the Eighth Amendment to the IA for that purpose.”

CW:jp

Attachments: Storm Water Permit Program Scope of Work for FY2019-2020
1. Stormwater Quality

The SWPCC continues to implement the stormwater quality monitoring program to meet current requirements of the NPDES Stormwater MS4 permit issued May 29, 2010. The committee implements the 2018 Sampling and Analysis Plan (Balance Hydrologics) with subsequent addenda incorporated. Item One includes a contract with Balance Hydrologics, Inc. for implementation of stormwater sampling during storm events for the water year 2018-19 with the additional task of ambient monitoring activities. Hiring a consultant to assist with various activities that may occur throughout the fiscal year is included in this task along with the continued maintenance of a stream gage on the North Truckee Drain at Big Fish Drive. Task totals identified below do not include the cost sharing agreement with Nevada Department of Transportation (NDOT), whereby the NDOT pays 25% of the contract for activities of which NDOT contributes and benefits from.

1A. Water Quality Monitoring:
Balance Hydrologics will provide technical services for Stormwater Quality Monitoring Services, to include storm event captures and automation at tributary sites and outfalls to the Truckee River. Sampling within WY19 is underway and tasks will be completed in FY 18-19. Sampling for WY20 will be started in FY 19-20 and tasks will span the fiscal year.

**Item 1.A: $135,000**

1B. Miscellaneous Stormwater Quality Management Consultant Services:
This item covers the various tasks that may be required throughout the fiscal year, providing a mechanism to hire a consultant to support items such as review of a new permit and comparison to existing Stormwater Management Program (SWMP), loading model evaluations, facilitation of watershed management activities and collaboration, and assistance with planning and coordinating the next steps of the update to the Watershed Management and Protection Plan for Tributaries to the Truckee River.

**Item 1.B: $40,000**

1C. North Truckee Drain Stream Gage Maintenance:
The SWPCC intends to renew a Joint Funding Agreement with the United States Geological Survey (USGS) for stream gage maintenance and service on the North Truckee Drain (NTD) near Big Fish Drive. Three locations along the NTD are monitored annually as part of the stormwater monitoring effort.

**Item 1.C: $11,770**

1D. Field supplies/equipment/miscellaneous monitoring:
The SWPCC has aging field equipment that requires periodic repair and replacement. Additionally, as new sampling locations are added, additional monitoring equipment is required. This task is a placeholder for new equipment and unanticipated replacement needs for the monitoring program. This item also includes staff time for miscellaneous sampling, and analytical fees.

**Item 1.D: $5,000**
2. Public Outreach and Technical Guidance  

$20,730

The SWPCC continues to implement its public outreach and education requirements related to the Truckee Meadows MS4 permit. Activities include outreach to community groups such as KTMB and OTR, providing education and training to municipal operations and construction inspection staff, SWPPP training to contractors, providing educational materials and other aspects of the Stormwater Program Communications Plan.

3. Interlocal Coordination and Permitting Support  

$50,000

The City of Reno will continue to provide coordination and administrative services, managing various consultant contracts to implement the program for the three partner agencies.

Total for WRWC Interlocal Agreement *  

$262,500

* Proposed funding amounts allocated to various task are estimates. The City of Reno reserves the right to move funds between tasks as necessary to accomplish the goals outlined in this scope of work.
Western Regional Water Commission

STAFF REPORT

DATE: May 17, 2019
TO: Chair and Members, Western Regional Water Commission ("WRWC")
FROM: Ben Hutchins, CPA, Director, Finance & Customer Service Division, Washoe County Community Services Department
        Jim Smitherman, WRWC Water Resources Program Manager
SUBJECT: Discussion and possible approval of a Sixth Amendment to the Cooperative Agreement with Washoe County to provide staff services for the WRWC and the Northern Nevada Water Planning Commission ("NNWPC"), extending the Agreement for a term of two years; and if approved, authorize the WRWC Chair to execute the Amendment.

SUMMARY
Since July 1, 2008, following enactment of the Western Regional Water Commission Act (the "Act"), Chapter 531, Statutes of Nevada 2007, Washoe County has, through an Interlocal Cooperative Agreement with the WRWC, had the responsibility for providing staff support for all activities of the WRWC and the NNWPC established under the Act. Three Washoe County employees have been responsible for this work: Jim Smitherman, Water Resources Program Manager, Chris Wessel, Water Management Planner, and Jen Purgitt, Administrative Secretary. The existing Agreement, as amended, dedicates these three staff members to support the WRWC and the NNWPC through a “contract service provider” model. This model was chosen based on it being the simplest, most cost effective method for providing the required services. The existing Fifth Amendment to the Agreement expires on June 30, 2019.

The existing Agreement provides for Washoe County to be reimbursed for actual direct and indirect costs for services provided. Categories for allocated overhead, which is among the reimbursable costs, are reflected in attached Exhibit G. The Sixth Amendment, including this provision, extends the termination date for two years, through June 30, 2021. All other provisions, terms and conditions of the Agreement will remain the same.

PREVIOUS ACTION
At its June 21, 2017 meeting the WRWC approved the fifth amendment to the Cooperative Agreement extending the effective date through June 30, 2019.

At its May 17, 2016 meeting the WRWC approved the fourth amendment to the Cooperative Agreement extending the effective date through June 30, 2017.

At its June 17, 2015 meeting the WRWC approved the third amendment to the Cooperative Agreement extending the effective date through June 30, 2016.
At its December 11, 2013 meeting the WRWC approved the second amendment to the Cooperative Agreement extending the effective date through June 30, 2015.

At its May 19, 2011 meeting the WRWC approved the first amendment to the Cooperative Agreement extending the effective date through June 30, 2014.

At its September 12, 2008 meeting, the WRWC approved the initial Interlocal Cooperative Agreement, and authorized the Chair to execute the same.

**FISCAL IMPACT**
Funding to reimburse Washoe County for the cost of salaries, benefits and indirect costs of the three staff in the amount of $425,541 is available in the WRWC’s FY 2019-2020 Tentative Budget.

**RECOMMENDATION**
Approve the proposed Sixth Amendment to the Cooperative Agreement, and authorize the Chair to execute the Amendment.

**POSSIBLE MOTION**
“Move to approve the Sixth Amendment to the Cooperative Agreement with Washoe County to provide staff services for the WRWC and the NNWPC, extending the Agreement for a term of two years, and authorize the WRWC Chair to execute the Amendment.”

JS:jp

Attachment: Exhibit G OVERHEAD CATAGORIES
EXHIBIT G

OVERHEAD CATEGORIES

1. Washoe County Community Services Department (“CSD”)
Categories identified as benefiting the Western Regional Water Commission (“WRWC”) may include the following; however, additional categories may also be applicable. The basis of allocation and final categories will be evaluated and finalized by the WRWC Water Resources Program Manager, or his successor, or any person in a functionally equivalent successor position, and County Management.
   a. Finance and Administrative Staff who provide service to the WRWC, including all employee-related costs outlined in Section 4 of the Sixth Amendment to the Agreement.

   b. Services and Supplies
      Building Janitorial
      Repairs and Maintenance
      Copy Machine Expense
      Office Supplies
      Telephone / Land Lines
      Office Space
      Electric and Gas
      Water and Sewer
      Software (not provided by Information Technology Dept.)

2. Washoe County General Fund – Utilities Indirect Cost Allocation Plan
   a. Building Charge
   b. County Manager – Admin
   c. County Manager – Communications & Media
   d. County Manager – Management & Budget
   e. Comptroller
   f. Facilities Management
   g. Tech Services – Admin
   h. Tech Services – Other
   i. Tech Services – Enterprise Infrastructure
   j. Tech Services – Customer & Enterprise Solutions
   k. Human Resources
   l. Purchasing
   m. Treasurer
Western Regional Water Commission

STAFF REPORT

DATE: May 17, 2019

TO: Chair and Members, Western Regional Water Commission (“WRWC”)

FROM: Jim Smitherman, WRWC Water Resources Program Manager

SUBJECT: Discussion and possible approval of a proposal by the Regional Effluent Management Team for funding, in an amount not to exceed $75,000 from the Regional Water Management Fund (“RWMF”), to evaluate the feasibility of discharging Reno-Stead Water Reclamation Facility effluent to Long Valley Creek.

SUMMARY

The City of Reno expects to initiate an expansion of the Reno-Stead Water Reclamation Facility (“RSWRF”) in the summer of 2019 and finish in 2021, in anticipation of forecasted growth in the Stead/Lemmon Valley area. The 2016-2035 Regional Water Management Plan (“RWMP”) recognizes the need for the RSWRF expansion, and in addition it acknowledges the need to develop new effluent reuse or disposal options. Near-term, in-basin expanded reuse options, such as connecting new reuse customers and incrementally increasing effluent management capacity, are of value, and are being planned. In addition, it is important to pursue longer-term alternatives.

While discussing various effluent management options, the Regional Effluent Management Team (the “Team”) asserted numerous times that planning for future effluent management must include multiple options. The Team has concluded unanimously that the feasibility of discharging effluent to Long Valley Creek should be among the alternatives studied. Present flood conditions in Lemmon Valley, which limit expansion of discharge to Swan Lake, add emphasis to the need to study discharge alternatives at locations outside the Lemmon Valley basin. The Long Valley Creek option could provide added reliability and flexibility for the RSWRF expansion. Further, the Long Valley discharge option could provide a valuable future effluent management alternative to the Cold Springs Water Reclamation Facility.

In its discussions, the Team acknowledged the ongoing feasibility study concerning the possible future use of Category A+ reclaimed water technology, and emphasized that investigations are at a relatively early stage of a long-term study with no guarantee of a positive outcome. The Long Valley discharge option could help bridge a timing gap between capacity needed in the next few years and the possible future option of using Category A+ reclaimed water for purposes such as underground storage and aquifer recharge.
The Team recommends that a proposal provided by Stantec Consultants to City of Reno staff would form the basis of the feasibility scope of work. The Northern Nevada Water Planning Commission considered the proposal at its May 1, 2019 meeting and voted unanimously to forward a recommendation for approval to the WRWC. The following list outlines the proposed tasks related to investigating the feasibility of securing the necessary permits for a Long Valley Creek discharge alternative:

1. Discuss with involved parties, including local and state governments and property owners
2. Develop water balance to estimate the quantity and timing of water to be discharged using:
   a. 2017 water year (“WY”) as a base case with a daily assessment of effluent discharge/reuse
   b. Modified WY2017 to “design” rainfall, effluent flows, and modified discharge strategy to Swan Lake
   c. Discharge strategy for flood conditions on both Long Valley Creek and Swan Lake
3. Identify Long Valley Creek existing conditions and topics of possible concern, including
   a. Beneficial uses
   b. Endangered species present
   c. Flooding issues/concerns
   d. 303 (d) listings (high risk of pH & DO problems from bio-stimulation)
   e. Hydrograph/flow patterns
4. Characterize effluent water quality and reliability features with respect to
   a. National and state toxics rules
   b. Disinfection
   c. Nutrients
   d. Biological oxygen demand, suspended solids, dissolved solids, turbidity
5. Identify and characterize discharge location alternatives
   a. Develop accurate map of Long Valley Creek and its known tributaries relative to state line and previously proposed pipe route
   b. Determine land ownership at alternative discharge points and between discharge point and Long Valley Creek
   c. Discuss with property owners
6. Determine conveyance issues based on water balance forecasts:
   a. Estimate effluent residence time in pipe when discharging and forecast of water quality change (if any), and mitigation (if any, e.g., in-pipe aeration).
   b. Procedures to drain the pipe when not in use
   c. Determine whether first-flush from a dry pipe is of concern, and if so, mitigation measures
7. Identify discharge point facilities
   a. At minimum, a caged flap valve, rip-rap and energy dissipation features, and secure sampler (small building or vault)
   b. Holding basin and ancillary facilities for first flush, if necessary
   c. Power requirements
BACKGROUND
The 2016-2035 RWMP, Section 9.3.3, states that expansion of the RSWRF capacity from 2 to 4 million gallons per day (“MGD”), average annual flow, will require the development of new reuse or disposal options to utilize the increased treatment capacity. Section 9.3.3 also identifies a small number of effluent management alternatives for the Stead/Lemmon Valley area, which include expansion of the existing reuse system for irrigation, storage in either or both surface reservoir(s) or underground, and discharge to locations outside Lemmon Valley, such as Long Valley Creek.

PREVIOUS ACTION
None

FISCAL IMPACT
If approved, the fiscal impact to the RWMF will not exceed $75,000 for Fiscal Year 2019-2020. The Fiscal Year 2019-2020 tentative budget recommended by the NNWPC, and approved by the WRWC, includes adequate budget for this project. Budget authority is located in Fund Group 766, Fund 7066, Account Number 710100, Professional Services, Cost Object WP310201.

RECOMMENDATION
The NNWPC recommends that the WRWC approve funding, in an amount not to exceed $75,000 from the RWMF, to evaluate the feasibility of discharging Reno-Stead Water Reclamation Facility effluent to Long Valley Creek, and authorize the Chair to execute a contract with Stantec Consultants for that purpose.

POSSIBLE MOTION
“Move to approve funding, in an amount not to exceed $75,000 from the RWMF, to evaluate the feasibility of discharging Reno-Stead Water Reclamation Facility effluent to Long Valley Creek, and authorize the Chair to execute a contract with Stantec Consultants for that purpose.”

JS:jp
Western Regional Water Commission

STAFF REPORT

DATE: May 17, 2019

TO: Chair and Members, Western Regional Water Commission (“WRWC”)

FROM: Jim Smitherman, WRWC Water Resources Program Manager

SUBJECT: Discussion, and possible approval of a proposal by Washoe County for funding, in an amount not to exceed $100,000 from the Regional Water Management Fund (“RWMF”), to support a project to restudy and remap current designated flood zones in Lemmon Valley; and if approved, authorize the Chair to execute an Interlocal Agreement (“IA”) with Washoe County for that purpose.

SUMMARY
Dwayne Smith, Director of Engineering and Capital Projects, Washoe County Community Services Department, will present a proposal and request for funding, not to exceed $100,000 from the RWMF, to partially fund a project to restudy and remap the FEMA designated flood zones associated with the East and West Lemmon Valley Hydrobasins.

PREVIOUS ACTION
None

FISCAL IMPACT
If approved, the fiscal impact to the RWMF will not exceed $100,000 for Fiscal Year 2019-2020. The Fiscal Year 2019-2020 draft tentative budget recommended by the NNWPC, and approved by the WRWC, includes adequate budget for this project. Budget authority is located in Fund Group 766, Fund 7066, Account Number 710100, Professional Services, Cost Object WP310401.

RECOMMENDATION
The NNWPC recommends that the WRWC approve Washoe County’s request for funding, in an amount not to exceed $100,000 from the RWMF, to support a project to restudy and remap current designated flood zones in Lemmon Valley, and authorize the Chair to execute an IA with Washoe County for that purpose.

POSSIBLE MOTION
“Move to approve Washoe County’s funding request to support a project to restudy and remap current designated flood zones in Lemmon Valley, in an amount not to exceed $100,000 from the RWMF for Fiscal Year 2019-2020, and authorize the Chair to execute an IA with Washoe County for that purpose.”

JS:jp
Western Regional Water Commission

STAFF REPORT

DATE: May 17, 2019

TO: Chair and Members, Western Regional Water Commission (“WRWC”)

FROM: Jim Smitherman, WRWC Water Resources Program Manager

SUBJECT: Report on the Request for Proposals/Qualifications to provide legal services for the WRWC and Northern Nevada Water Planning Commission; discussion and possible direction to the WRWC Chair and Water Resources Program Manager to review submittals and present qualified candidates for interview and possible selection at the June WRWC meeting.

SUMMARY
A Notice to Attorneys concerning the Request for Qualifications (“RFQ”) and Proposals (“RFP”), and Legal Counsel Position Scope of Work (attached) was published in the Reno Gazette Journal on April 24 and May 1, 2019, and in the Washoe County Bar Association monthly newsletter, the “Writ”, on April 30, 2019. The Notice is also posted on the Washoe County Bar Association’s website in the classifieds section. Each publication refers to the Scope of Work posted on the WRWC website, and also refers to the Water Resources Program Manager contact information. Responses are due by May 31, 2019.

PREVIOUS ACTION
On March 20, 2019, the WRWC accepted without revision the Legal Counsel Position Scope of Work submitted by staff.

FISCAL IMPACT
None

RECOMMENDATION
Staff recommends that the WRWC Chair and Water Resources Program Manager review legal services submittals and present qualified candidates for interview and possible selection at the June WRWC meeting.

POSSIBLE MOTION
“Move to direct the WRWC Chair and the Water Resources Program Manager to review legal services submittals and present qualified candidates for interview and possible selection at the June WRWC meeting.”

JS:jp

Attachment
NOTICE TO ATTORNEYS
REQUEST FOR QUALIFICATIONS (“RFQ”) AND PROPOSALS (“RFP”)

The Western Regional Water Commission (“WRWC”) is seeking qualifications/proposals for all legal services required by the WRWC and the Northern Nevada Water Planning Commission (“NNWPC”).

For a statement of minimum qualifications, and complete scope of work, please contact Jim Smitherman, WRWC Water Resources Program Manager, (775) 954-4657, jsmitherman@washoecounty.us, or refer to the WRWC website at http://www.wrwc.us

All responses must be received by email to jsmitherman@washoecounty.us no later than May 31, 2019.

LEGAL COUNSEL POSITION
WESTERN REGIONAL WATER COMMISSION

BACKGROUND
The Western Regional Water Commission (“WRWC”) was created in 2007, effective April 1, 2008, by the Nevada Legislature, and by Cooperative Agreement among the WRWC member agencies, which include the City of Reno, the City of Sparks, Washoe County, Sun Valley General Improvement District and the Truckee Meadows Water Authority.

Chapter 531, Statutes of Nevada 2007, the Western Regional Water Commission Act (the “Act”) also created the Northern Nevada Water Planning Commission (“NNWPC”) and required the NNWPC to develop a comprehensive regional water management plan for the Planning Area covering municipal and industrial water supply, water quality, sanitary sewerage, sewage treatment, storm water drainage and flood control. The overall purpose is to deal with current and future problems affecting the Planning Area as a whole with respect to the subjects of the plan.

The WRWC Board of Trustees meets generally five or six times a year and the NNWPC meets 10 times a year.

QUALIFICATIONS
Attorney must be licensed to practice law in the State of Nevada, and be a member in good standing of the State Bar of Nevada. Attorney should have knowledge and demonstrated substantial experience with codes, laws, rules, and legal procedures in the following areas: administrative law, state and local government law, water resource law, water resource planning law, the Nevada Open Meeting Law, the Nevada Public Records Law, and general civil law and procedure.

SCOPE OF WORK
Attorney must be able to work independently, identify and provide a broad range of legal services required by the Western Regional Water Commission (“WRWC”) and its advisory body, the Northern Nevada Water Planning Commission (“NNWPC”), to include:

1. Work with staff to ensure that all meeting agendas, staff reports and minutes comply with Nevada Open Meeting Law and other legal requirements.

2. Provide legal representation at all public meetings of the WRWC, and its subcommittees, and the NNWPC.
3. Attend all WRWC Staff Working Group meetings to ensure Open Meeting Law compliance, provide advice on the propriety of proposed actions and future WRWC agenda items, and legal documentation required for implementation.

4. Evaluate the propriety of proposed expenditures from the Regional Water Management Fund.

5. Draft legal documents such as interlocal agreements and contracts with planning consultants, other service providers, and independent contractors; confirming that consultants, other service providers, and independent contractors are adequately insured, and in compliance with state and local licensing and workers compensation requirements.

6. Address specific Open Meeting Law and other statutory compliance issues.

7. Coordinate and collaborate with legal counsel and staff for local and regional agencies, such as Reno, Sparks, Washoe County, Truckee Meadows Water Authority (“TMWA”) and the Truckee Meadows Regional Planning Agency (“TMRPA”) on legal issues involving both water resources planning and land use planning, and continuing required five-year updates of the Regional Water Management Plan.

8. Assess potential liability from a risk management perspective, and provide advice on and recommendations for risk reduction measures.

9. Provide an annual written report to the WRWC’s financial auditors regarding pending or threatened litigation, claims or assessments.

10. Advise/represent the WRWC and the NNWPC on federal, state, and local legislative issues.

11. Provide services as a registered lobbyist at the Nevada Legislature, track relevant pending bill draft requests and pending legislation during legislative sessions, and provide continuing updates on those matters to the WRWC and NNWPC.

12. Provide continuing statutory review to assure that both the WRWC and the NNWPC comply, at all times, with all mandates and provisions of the Western Regional Water Commission Act, Chapter 531, Statutes of Nevada 2007, and all other state and local laws and requirements.

13. Develop, prepare, and present legal issues that may require appearances before local governing bodies, and state administrative agencies.

14. Assist the WRWC in determining the scope of Attorney’s representation and services in any civil litigation, as directed by the WRWC Board of Trustees.
Western Regional Water Commission

STAFF REPORT

DATE: May 17, 2019
TO: Chair and members, Western Regional Water Commission (“WRWC”)
FROM: John B. Rhodes, WRWC Legal Counsel
SUBJECT: Report on legislative activities, including Bills pending in the 2019 session of the Nevada Legislature that may affect or are of interest to the WRWC and the Northern Nevada Water Planning Commission (“NNWPC”); discussion and possible approval of WRWC Legislative Subcommittee recommendations; and possible direction to staff.

WRWC Legal Counsel will present a verbal report, and submit a written staff report that lists Bills pending in the 2019 Nevada Legislature, as of May 22, 2019, that may affect or are of interest to the WRWC and the NNWPC.